

January 10, 2013

## NOTICE OF OPEN POSITIONS

The Association of Bay Area Governments is recruiting to develop a selection list for the grant-funded positions of Environmental Specialist (P2/P3, Step A), Job #13-65. Positions will be filled at Step A. If hired at Step A, upon satisfactory completion of a six month probationary review period, successful candidate will be promoted to Step B. Deadline to apply is 5:00 p.m., Friday, February 1, 2013.

### **ENVIRONMENTAL SPECIALIST (P2/P3, Step A) Grant-Funded Positions (24 Months) \$4,735 - \$6,917 Per Month**

#### **POSITION SUMMARY**

**Three grant-funded, full-time positions (2 years).** Under supervision, the Environmental Specialist will perform professional technical and regulatory work including office and field work for the San Francisco Estuary Partnership, a cooperative environmental management program of ABAG, US EPA and the State of California. The incumbent will work primarily on preparing, reviewing, and commenting on environmental documents to protect surface water, groundwater and aquatic species and habitats. Typical tasks include reviewing permit applications, writing permits for NPDES, water quality certifications and waste discharge requirements for projects; reviewing monitoring reports for capital and maintenance projects and participating in collaborative meetings pertaining to projects and programs of the funding agency. Incumbent will provide early technical review and regulatory guidance during the project design phase. Projects may also include large scale flood protection projects, maintenance of stream channels, water supply infrastructure, and habitat restoration in streams and wetlands. A limited percentage of work time will be spent traveling for meetings and project site visits.

#### **DUTIES INCLUDE:** (The examples may not cover all duties which may be performed)

- Review and comment on permit applications
- Provide early technical and regulatory guidance to applicants
- Attend meetings and conduct site visits
- Prepare permit documents to ensure protection of water quality and beneficial uses
- Track permits compliance, perform site inspections, and review monitoring reports

**DUTIES: (CONTINUED)**

- Review project environmental impact documents prepared in compliance with the California Environmental Quality Act
- Manage timelines for review of applications
- Manage permit work products and files
- Participate in a variety of on-going watershed and project specific collaborative efforts

**QUALIFICATIONS:**

- Knowledge of stream and wetland geomorphology, hydrology and biology
- Experience in evaluations for capital, maintenance or habitat restoration projects in streams, riparian areas and wetlands
- Ability to read and interpret engineering drawings and plans
- Working understanding of State and Federal laws, regulations, and policies related to protection of water quality and beneficial uses
- Experience in environmental impact report preparation and review
- Strong written and verbal communication skills
- Attention to procedure, project management and scheduling
- Ability to work with others and furnish products in a timely manner
- Diligence and diplomacy in working with applicants and other agencies in group and individual settings
- Requires MS Office (Word and Excel), data processing and other basic computer application skills

**EDUCATION AND EXPERIENCE**

Requires a Bachelor's degree with significant course work in environmental science, environmental engineering, environmental policy, environmental economics, and/or science or engineering degree such as environmental studies, geology, geography, hydrology or ecology and a minimum of two years of relevant professional or research experience is required for the P2 level. Minimum of three years of relevant professional or research experience for the P3 level. A Master's degree or higher is desirable.

**ADDITIONAL INFORMATION**

Work location is at the San Francisco Bay Regional Water Quality Control Board in downtown Oakland, with field work and meetings as necessary. CA driver's license is required.

## **COMPENSATION AND BENEFITS**

**Salary:** \$4,735 - \$6,917 per month

**Pension:** Employee Paid CalPERS 6.2% @ 62

**Social Security:** Employee Paid 6.2% of salary

**Deferred Compensation:** STARS/UTC 457 and/or ICMA-RC Retirement Plan (Voluntary)

**Retiree Medical Account:** \$100 per month

**Health and Dental Plans:** Two HMO and two PPO Medical Plans, Dental Insurance, and VSP Vision. Out-of-pocket contribution may be required depending on selected coverage.

**Life Insurance:** ABAG Paid coverage equal to 2 times annual salary

**Other Benefits:** Public Transit Vouchers and pre-tax options for eligible health care and dependent care expenses

**Vacation, Sick Leave, Holidays:** Competitive leave package including 11 paid holidays and 3 floating holidays annually

## **APPLICATION AND SELECTION PROCESS**

Deadline to apply is 5:00 p.m., Friday, February 1, 2013. Please submit a cover letter, resume, and employment application to:

ABAG H.R. 13-65  
P.O. Box 2050  
Oakland, CA 94604-2050

AN AGENCY APPLICATION IS REQUIRED AND MAY BE OBTAINED AT [www.abag.ca.gov/jobs.html](http://www.abag.ca.gov/jobs.html) OR BY SENDING A SELF-ADDRESSED, STAMPED ENVELOPE TO ABAG—H.R. 13-65, P.O. BOX 2050, OAKLAND, CA 94604-2050. FOR INFO CALL 510/464-8496. POSITIONS ARE OPEN UNTIL FILLED AND MAY BE CLOSED AT ANY TIME. ABAG IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED DISABLED INDIVIDUALS ARE PROTECTED AGAINST DISCRIMINATION.